

PATENT REVERSIBLE SYSTEM OF ESSENTIAL PENMANSHIP.

THE BEST AND THE CHEAPEST.

I.—The Reversible Form is the Best.

- 1. Occupies less Desk Room.
- 2. Pages lie perfectly Flat.
- 3. One page only, is exposed.
- 4. Each page is removable.
- 5. Contains extra Practice Leaves.

II.—The Grading is Better.

- 1. Each book contains both Alphabets.
- 2. The copies are more Progressive.
- 3. The books advance in harmony with other school grades.
- 4. Letters are arranged in order of similarity and simplicity of Formation.
- 5. Monotonous repetition is avoided.

III.—The Series is more compact.

- 1. It is complete in Six Books.
- 2. Obtainable in Parts.
- 3. But one series of Copies.
- 4. No superfluous lines, spaces or numbers.
- 5. The copy lines are all contained in 4 Books.

IV.—The System is More Simple.

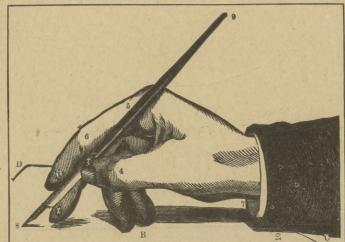
- 1. Three principles to each Alphabet.
- 2. Less complicated and objectionable Ruling.
- 3. No abstract marks, unmeaning words or confusing Directions.
- 4. Analysis is omitted from the books.
- 5. The ruling corresponds with ordinary Note, Letter and Cap in spacing.

V.—The Cost is from 53 to 79 per cent. Less.

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- 2. Sixty Eight per cent. more practice than Payson D & S.
- 3. Seventy Nine per cent. more practice than "American"
- 4. Fifty Three per cent. more practice than Appleton's.
- 5. A full page Hinged Blotter in each Book, without charge.

Key to Correct Pon-Holding.

- 1. Put the forefinger flat upon the barrel of the pen-holder.
- 2. Put the second finger nail under the pen-holder.
- 3. Put the upper corner of the *thumb* nailagainst the pen-holder, opposite the 1st joint of the forefinger.
- 4. Bend the joints of the thumb outward.
- 5. Keep the pen-holder up against the side of the forefinger.
- 6. Keep the forefinger straightened.
- 7. Keep the wrist straight and off the desk or book.
- 8. Keep both points of the pen on the paper alike.
- 9. Keep the top of the pen-holder pointing to the right shoulder.
- 10. Keep the arms and paper in line.



Key to Correct Position.

- (a). Sit upright.
- (b). Sit square to the desk, facing it.
- (c). Sit close to the desk without touching it.
- (d). Rest both forearms on the desk just forward of the elbows.
- (e). Rest the right hand on the under corner of the little finger nail at B.
- (f). Rest the fingers of the left hand on the front of the paper.
- (g). Rest both feet squarely on the floor; the left in advance of the right.

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ESSENTIAL PENMANSHIP.

Classification and Analysis of Letters.

There are two kinds of letters used in writing, viz.: Small letters and Capitals.

Each kind may be arranged into three classes according to their similarity of appearance and formation; each having a character ed its Type or Principle which represents the class, and a part or appearance called its Characteristic which distinguishes each letter from the others.

FIRST TYPE small letters are 9: i, u, w, e, c, r, s, t, and p, of which the first part of i is the Type. The characteristic of i is the dot; of e, the loop, of t, the cross, etc.

Second Type small letters are 8: r, x, v, n, m, o, a, and d; of which the first part of r is the Type.

Third Type small letters are 10: l, b, h, k, j, z, y, g, q, and f, of which the first part of l is the Type.

First Type Capitals are 16; A, N, M, T, F, I, J, S, L, G, D, H, K, P, B, R, of which the first part of A is the Type.

Second Type Capitals are 4: O, C, E, and D, of which O is the Type.

Third Type Capitals are 7: V, W, X, Q, U, Y, and Z, of which the first part of the W is the Type.

The foregoing classification and order of arrangement is observed throughout the successive books of this series, which is composed of sufficient numbers to meet the requirement of classes of every grade.

ELEMENTS of letters are the marks of which they are made. These are 9; represented as follows:



Dots are independent marks having only position

Strokes are straight marks as a rule, and made downward.

Right or Concave Curves bend toward the right, and are made upward.

Left or Convex Curves bend to the left, and are made upward.

Compound Curves bend both ways, and are made upward in small letters and downward in capitals.

Points are sharp corners where the pen stops in changing its course.

Turns are rounded corners where the pen does not stop in changing its course. Dashes are short horizontal marks straight or curved.

9. Loops are enclosed spaces formed by lines crossing each other.

ANALYSIS consists in pointing out the Types, Characteristics, and Elements of letters. Its use is to give a more accurate idea of the true form and structure of letters as a guide to practice. Close study and observation, aided by a competent teacher, or "Ellsworth's Essential Penmanship" (mentioned below), will be required to perfect the pupil in this interesting and profitable exercise.

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